App. F. IX-4

Previous References

1939.
(O.S.)

File No. 91-39
Serial Nos. 2 & 3

Later References.

PRESERVED

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 2

Part B for May 40

SUBJECT.

Resolution of the Press Committee re binding work

Sanctions the recommendation of the Press Committee

WD 0573—GPB—22,500—12-9-39

No AF 5981 2 of 3.5.1940

To the Superintendent Printing
— The Comptroller of Stores

pay 4/6.

Serial No. 2

From the Supdt. Govt. Printing & Secretary, Press Committee.

No. P 3693 dt. 28/3/40 2/4/40.

Ref: Copies of the rules and resolutions of the Press Committee together with the samples of binding work and states that in accordance with Sub. rule (ii) rule 23 of the Press Manual 5 kinds of binding work have to be done in the Press according to the period of preservation and importance of the records and that this rule is not followed uniformally in all cases as the kinds of binding work to be done are too many and as it is found difficult in practical working to analyse the exact kind of binding work &c.,

Three sample bound blank books.

1) Samples of binding work of the three kinds proposed by the Press Committee are sent.

2) It is reported that the Committee is of the opinion that sample No. 2 may be used for work of permanent nature, No. 3 to be used for all kinds of registers and No. 6 to be used for all other kinds of work.

3) It is also reported that the proposals reduce the Cost of binding work done in the Press.

4) The modified rules and the draft amendments to the existing Sub-rule (v)

NOTE—Contn. Sheet.

P & S File No. 91 of 1939

General and Revenue Secretariat.

Serial No.

rule 23 of the Press manual proposed by the Press Committee is flagged S.

5) The recommendation of the Suptdt. of the Committee ~~is for orders~~ may be approved.

SP 9/4 MMB 10/4 b) About the kind of paper for printing reference may perhaps be expected from Govt. Press

Leg 10/4

8) Dept Leg 10/4

Land. Mbr)

Ce 11/4 by

9) D 12.4

Ce 13/4

10) Draft Consigenda is put up for approval

SP 15/4 MMB

11) PC. forwards a draft S.O. No. Correction Slips will be issued by the Supdt. who maintains the manual Leg 17/4

12) Draft S.O. is put up as desired.

SP 19/4 MMB

B) PC. sent the draft as intimated Leg 19/4

14) Revised draft S.O. is put up as desired

SP 26/4 MMB 28/4

15) Put Leg 29/4

The Surplus stock Provides 3

The Comptroller to work

No A 3 5981-2 dt 3.5.40

Sanctions the above.

B 4/5

SEC 10 APR 1940 GOVT OF MYSORE

OFFICE OF SECOND MEMBER OF COUNCIL. 12 APR. 1940 No. 8920

TYPING SECTION GEN. & REV. SECTT.

GEN. & REV. SECTT. -4 MAY 1940 FOREST BRANCH.

No. P. 3693
– Encl 4 papers
3 Kinds of binding work.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING IN MYSORE,
Bangalore, dated.....28th March.....*1940*.

2-4-40.

FROM

SECY. DEV. DEPT. 3. APR. 1940 GOVT OF MYSORE

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SUPERINTENDENT, GOVERNMENT PRINTING, and
Secretary, Press Committee, BANGALORE.

TO

The Secretary to Government,
Development Department, Bangalore.

4 APR. 1940 FOREST BRANCH.

Pages 91-39

SIR,

I have the honour to state that in accordance with Sub-rule IV rule 23 of the Government Press Manual 5 kinds of binding work have to be done in Government Press according to the period of preservation and importance of the records. This rule is not followed uniformally in all cases as the kinds of binding work to be done as per rules are too many and as it is found difficult in practical working to analyse the exact kinds of binding work to be done in respect of particular book or register, etc. The question was examined in detail and proposals to reduce the kinds of binding work to be done to 3 was placed before the Press Committee for consideration with a brief note on each kind of binding. This was discussed in their meetings held on 9-5-1939 and 4-12-1939. Copies of the notes and resolutions of the Press Committee together with the samples of binding work are submitted herewith for kind information of Government.

The Committee is of the opinion that sample No.2 may be used for work of permanent nature, No.3 to be used to all kinds of registers and No.6 be used for all other kinds of work. The revised proposals reduces the cost of binding work done in the Press.

The existing rules have accordingly been modified and draft amendments to the existing rules are submitted herewith for information.

I request you to kindly obtain sanction of Government

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Government for the amended rules.

I have the honour to be,

Sir,

Your most obedient servant,

Secretary,
Press Committee.

drs.

GOVERNMENT PRESS MANUAL.

5

Rule 23 Sub-rule IV .. page 31.

Substitute the following for existing items Nos.II to VII and substitute VI for item No.VIII.

(III) The highest class of binding work that should be done at the requisition of any department of Government will be calico with leather back and corners. This should be asked for only in respect of valuable and important books or registers of permanent reference.

(Sample No.2).

(IV) All other books, special copies of all periodical publications, registers, required to be preserved for five years or more be bound only in card board calico back and corners.

Sample No.3).

(V) In all other cases wrapper with stiff back may be used.

(Sample No.6)

Secretary,
Press Committee.

Extract of Resolution No.V of the Press Committee held on 9th May 1939.

* * *

V. Kind of paper to be used for printing several ~~fan~~ forms and registers and kind of binding work to be done.

The following proposals are made with reference to the paper to be used for printing and the binding work to be done:-

1.Registers:-

(a) Permanent Registers.
(b) Registers to be preserved for over 30 years.
(c) " - do - " 20 "
(d) " - do - " 10 "
(e) " - do - " 5 "
(f) " - do - " 3 "
(g) " - do - " 1 "

2. Records:-

(a) Permanent.
(b) To be preserved for over 20 years.
(c) - do - 10 "
(d) - do - 3 "
(e) - do - 1 "

(1) Registers.

(a) Which have to be preserved for more than 20 years and those which have to be handled very frequently may be printed on thick azurelaid paper.

(b) Which have to be preserved for over 10 years and not more than 20 years and those which have to be handled frequently may be printed on thin Azurelaid paper.

(c) Which need not be preserved for more than 5 years and handled frequently may be printed on thick white paper.

(d) Which need not be preserved for more than 3 years, white paper ~~x~~ or badamy paper may be used.

(2) The same applies to (2) Records. Tub size paper may be used instead of thick azurelaid paper.

Where it is intended to write on both sides thicker paper may be used:-

(3) Binding:-

Full leather binding - - - - for (a) and (b)

Half leather and calico)
" " " " for) (c) and (d)
" " " ")
Half cloth and board) for (e)

Half cloth or rexine and boards or)
quarter cloth and boards.) for (f).

Resolved that the general principles contained in the Secretary's proposals be accepted. Sample papers and sample binding work may be circulated to the Committee members and the subject placed before the Committee at the next meeting.

* * *

" C o p y "

Secretary,
Press Committee. 7/1/40

drs/1-4-40.

Extract of resolution No.VI of the Press Committee held on 4th Dec. 1939.

- - -

VI. Kind of paper to be used for printing several forms and registers and binding work to be done.

As desired in resolution No.V of the meeting of the Press Committee held on 9th May 1939, the samples of several kinds of paper were circulated to the Committee members together with six kinds of samples of binding.

Resolved that the general principles referred to by the Secretary in respect of kind of paper to be used for printing forms and registers be approved subject to the condition that the Superintendent, Government Printing be given discretion in respect of selecting the kind of paper to be used according to the period of preservation of records if necessary, after ascertaining the same from the offices concerned.

Regarding the binding work, it was resolved that only samples of 2, 3 and 6 be approved with the observation that sample ~~form~~ No.2 be used only for work of a permanent character, sample 3 to be used for registers and sample 6 be used for all other kinds of works.

- - - - -

* * *

"C o p y"

Secretary, 4/4/40
Press Committee.

DRS.

G. R. S. App. F VI—G 2]

SUBJECT .....

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Diary No. of letter replied to.....

General and Revenue Secretariat

( )

the *193*

Date of issue ..... 3-5-40 .....193 .

Signed by ..... DM CSS Chas .....

Section P. S

File No. 91-25

Serial No. 3

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read—

Letter No. P 3693 dt. 28-3-40 / 2-4-40 from the Secretl. Govt. Printing & Stgy. & Press Committee Bangalore forwarding Copies of the Rules and resolutions on the subject of binding work in the Press Committee and requesting sanction and Order thereon.—No. the Chief Commissioner for the recommendation of the Press Committee explained, to ~~substitute for the existing items~~ Nos. iii & viii and iii for item No. viii in Rule 23 Sub rule (b) (page 31) of the Govt. Press Manual. ~~Here under Sub rule 6 (b) a~~ Sub rule 5. Copy under ~~Flag~~ C

May this be—

(i) printed?

(ii) treated as a standing order?

(iii) published in the Gazette, English Part?

(iv) translated?

(v) placed at the disposal of the press?

(vi) published in the Gazette, Kannada Part?

To modify & amend the existing rules as follows:—

Rule

Subscriptions are to be made &c.

P 70

Address reply to A7 5981-2 9 2.57 /4.0

~~Receipt~~ Enclosed

for Director

To the Secretary, Colonial Branch

~~Secretary P.O. Box 3 Kinds of building stones~~

Comptroller & Sec.

List of Enclosures

Copied by

Examined by

WD 0279—GPB—22,500—14-4-38

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

113

Read:-

Letter No.P.3693 dated 28th March 1940/2nd April 1940 from the Superintendent, Government Printing and Secretary, Press Committee, Bangalore forwarding copies of the notes and resolutions of the Press Committee on the kind of binding work to be done and requesting sanction under the circumstances explained for the recommendation of the Press Committee to modify and amend the existing rules as follows:-

GOVERNMENT PRESS MANUAL

Rule 23 Sub-rule IV .. page 31.

Substitute the following for existing items Nos.III to VII and substitute VI for item No.VIII.

(III) The highest class of binding work that should be done at the requisition of any department of Government will be calico with leather back and corners. This should be asked for only in respect of valuable and important books or registers of permanent reference. (Sample No.2).

(IV) All other books, special copies of all periodical publications, registers, required to be preserved for five years or more be bound only in card board calico back and corners. (Sample No.3).

(V) In all other cases wrappers with stiff back may be used. (Sample No.4)

ORDER NO. A 75981-2/M 4891.39.3

Dated, Bangalore, the April 1940.

SANCTIONED.

C. R. Srinivasa Iyer

For Secretary to Government
Development Department.

To

The Superintendent, Government Printing

The Comptroller to the Government of Mysore.

mk.3